

## **Exhibit A**

### **Tasklist & Timeline**

**IMPORTANT NOTE:** The grantee cannot commence work on this project before the workplan is approved by the project manager. Therefore, any work performed prior to approval of the workplan will not be reimbursed. The workplan is comprised of the tasklist, timeline, budget and monitoring and assessment and project development plans.

The tasklist must be consistent with the document submitted during the competitive grant program. Specifically, the tasklist includes a delineation of all deliverables and the tasks associated with the development of the deliverables. Each task should be sequenced in a logical order and be clearly associated with the budget. Tasks should have a clearly defined completion date. The tasklist and timeline for the project should include monitoring and assessment tasks, quarterly progress reports, quarterly expenditure projection reports and all other reports referred to in this Contract.

This document must be submitted to the project manager within 90 days of Contract execution.

## **Exhibit B**

### **Budget**

**IMPORTANT NOTE:** The grantee cannot commence work on this project before the workplan is approved by the project manager. Therefore, any work performed prior to approval of the workplan will not be reimbursed. The workplan is comprised of the tasklist, timeline, budget and monitoring and assessment and project development plans.

The project budget will be used throughout the remainder of the project to track project expenses and measure the money actually spent on the project activities against estimates provided by the Grantee. Direct and indirect costs should be included and each line item should correlate with the project tasklist and timeline.

This document must be submitted to the project manager within 90 days of Contract execution.

## **Exhibit C**

### **Monitoring and Assessment Plan**

**IMPORTANT NOTE:** The grantee cannot commence work on this project before the workplan is approved by the project manager. Therefore, any work performed prior to approval of the workplan will not be reimbursed. The workplan is comprised of the tasklist, timeline, budget and monitoring and assessment and project development plans.

A Monitoring and Assessment Plan must be provided as a means to evaluate the success of the proposed action or improvement, and monitoring progress towards meeting project goals. The standards for monitoring each project approved for funding will be developed in concert with the State.

This document must be submitted to the project manager within 90 days of Contract execution.

## Exhibit D

### Memorandum of Unrecorded Grant Agreement

State of California )  
Rivers and Mountains Conservancy )  
Belinda Faustinos )  
900 South Fremont Avenue )  
2nd Floor Annex )  
Alhambra, CA 91802 )

Space above this line for Recorder's use

#### MEMORANDUM OF UNRECORDED GRANT AGREEMENT

This Memorandum of Unrecorded Grant Agreement (Memorandum), dated as of \_\_\_\_\_, 2003, is recorded to provide notice of an agreement between the State of California, by and through the Rivers and Mountains Conservancy ("State") and \_\_\_\_\_ ("Grantee").

#### RECITALS

- A. On or about \_\_\_\_\_, \_\_\_\_\_, State and Grantee entered into a certain Grant Agreement, Grant No. \_\_\_\_\_ ("Contract"), pursuant to which the State granted to Grantee certain funds for the acquisition of certain real property, more particularly described in attached Exhibit A and incorporated by reference (the "Real Property").
- B. Under the terms of the Contract, the State reserved certain rights with respect to the Real Property.
- C. Grantee desires to execute this Memorandum to provide constructive notice to all third parties of certain State reserved rights under the Contract.

#### NOTICE

- 1. Said Real Property (including any portion of it or any interest in it) must be used for the purposes of expanding or establishing open space for passive natural and passive recreational uses and other compatible public uses constant with the description of the purpose of the acquisition in the Contract.
- 2. Said Real Property shall be maintained and operated under this program for a period of at least 20 years for grants up to \$1,000,000 and at least 25 years for grants over \$1,000,000.
- 3. Said Real Property (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California, acting through the Rivers and Mountains Conservancy, or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Contract was awarded are maintained.

4. Said Real Property (including any portion of it or any interest in it) may not be used as security for any debt or for mitigation without the written approval of the State of California, acting through the Rivers and Mountains Conservancy, or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Contract was awarded are maintained.
5. For additional terms and conditions of the Contract, reference should be made to the Grant Agreement, which is on file with the Rivers and Mountains Conservancy, 900 South Fremont Avenue, 2nd Floor Annex, Alhambra, California 91802.

GRANTEE:

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **Exhibit E**

### **Project Development Plan**

The RMC expects to be continuously involved in all stages of Projects which include planning and/or development including approval of any bid or proposal document scopes prior to selecting contractors and/or consultants, involvement in the selection of contractors/consultants, and approval of any plans and technical details prior to the work being executed. Below is a list of details the RMC will need to review and approve prior to their implementation. The purpose of these procedures is to ensure that the ultimate development project will conform to our mission and goals.

#### **Planting/Landscaping Plan Component**

In order to adequately evaluate the project proposal please provide text as well as budget estimates that provide RMC staff sufficient detail to evaluate the ecological details of the planting/landscaping plan. The text description should provide scientific rationale for the chosen native plant palette, grouping, structure, choice of vegetation communities and how they are consistent with the overall project goals. Details including slope aspect, soils, hydrology, elevation, etc., should be considered in deciding upon a plant palette.

1. Location of all plant materials, a legend with botanical and common names, and size of plant materials;
2. Existing and proposed buildings, walls, fences, utilities, paved areas and other site improvements;
3. Existing trees and plant materials to be removed or retained;
4. Designation of hydrology-zones. Hydro-zones are defined as a portion of the landscaped area having plants with similar water needs, areas with similar microclimate (i.e., slope, aspect, exposure, wind, etc.), and soil conditions, and areas that will be similarly irrigated. A hydro-zone can be served by one irrigation valve, or a set of valves with the same schedule;
5. Details and specifications for tree staking, planting details, soil preparation, irrigation requirements (amount and frequency)

#### **Grading and Drainage Plan Component**

1. Grading Plan (showing property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas, drainage features and other site improvements);
2. Existing and finished contour lines and spot elevations as necessary for the proposed site improvements (if applicable given scope of project);
3. Schematic cross sections showing site micro-topography and best management practices (does not have to be to scale)

#### **Irrigation Plan Component**

1. Layout of the irrigation system and a legend summarizing the type and size of all components of the system, including the manufacturer name and model numbers;
2. Installation details for irrigation components.

## Exhibit F

### RMC General Policies

The Project Development Plan (PDP) is a technical “living” document that will enable the RMC to track grant projects to ensure our mission and goals are reflected in each project. In developing the PDP, the following guiding principles must be incorporated for consistency with RMC policies;

- Grantees shall exclude the use of invasive plants, as listed in the document “*Exotic Pest Plants of Greatest Ecological Concern in California*” ([www.rmc.ca.gov](http://www.rmc.ca.gov)) in their planting palette. Furthermore, any invasive species from this list that currently exist on the project site must be removed as part of the landscaping plan (phased removal is acceptable).
- Grantees shall utilize native, indigenous plants, locally propagated to the extent possible, in their planting palette except under written authorization from RMC. A basic (but by all means not all inclusive) list of native, locally available indigenous plants is available on our website to help develop a plant palette ([www.rmc.ca.gov](http://www.rmc.ca.gov)) .
- If the project involves a trail system, the guiding principles in “*Planning Trails with Wildlife in Mind*” available on the RMC website ([www.rmc.ca.gov](http://www.rmc.ca.gov)) must be utilized in the trail design.
- Grantee will use porous materials, and/or recycled paving materials instead of impervious paving materials for portions of their projects requiring pavement (i.e., parking lots, trails, etc.) unless prohibited by local building codes.
- If lighting elements are required as part of the project Workplan, environmentally sensitive, directional lighting must be used to minimize any impact to wildlife. Care should also be taken to control the number hours lighting is needed.
- Use of sustainable energy sources, such as solar or wind power is encouraged for appropriate tasks in the Workplan.
- The use of recycled materials for fencing, benches, signage, etc., must be considered to further our mission of sustainable development.
- Any irrigation installed on the project site as part of the Workplan must be a water efficient irrigation system. In projects where turf is to be installed, both a rain sensor and a soil moisture meter are required to ensure water efficient irrigation practices. A rain sensor will halt irrigation on days it is raining, eliminating excessive water runoff. A soil moisture meter will automatically shut off irrigation when the root zone of the turf becomes saturated, preventing excessive irrigation runoff.
- The use of appropriate storm water best management practices (BMPs) must be utilized on the project site. In areas where grading, vegetation clearing, or planting occur, BMPs must be utilized to control excessive erosion while vegetation becomes established (see <http://www.cabmphandbooks.com> for more information).

## **Exhibit G**

### **Signage Guidelines**

#### **Authority**

All Projects funded by RMC under Proposition 40, the Clean Water, Clean Air, Safe Neighborhood Parks, and Coast Protection Bond Act of 2002, must include a posted sign acknowledging the source of the funds.

#### **Purpose**

Installation of signs at all Project sites is intended to acknowledge the public's support of the 2002 Resources Bond and promote the benefits provided by Bond fund assistance.

#### **Types of Signs**

##### **1. Signs posted during construction (required for specific situations)**

For Projects funded with RMC 2002 Bond Act funds in excess of \$750,000 and/or those Project in areas of high visibility (such as near a major thoroughfare) a sign is required during construction.

Recommended minimum size of sign: 4 feet x 8 feet

##### **2. Signs Posted Upon Completion (required for all Projects)**

All Grantees are required to post a sign at the Project site. The sign must be available for the final inspection of the Project. All signs must include the universal logo (see information on the logo below).

There is no minimum or maximum size for the sign (other than the minimum size for the logo) as long as the sign contains the required wording (see below).

#### **Language for Sign**

All signs will contain the minimum language below:

**(Project Name)**  
**Another Project to Improve California**  
**Funded by the Rivers and Mountains Conservancy**

**LOGO**

*California Clean Water, Clean Air, Safe Neighborhoods, and  
Coastal Protection Bond Act of 2002*

**Mary Nichols**, Secretary for Resources  
**Gray Davis**, Governor

The name of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives as deemed appropriate by those involved in the Project.

### **Universal Logo**

All signs will contain the RMC logo. The logo will be on a template, available on line at <http://www.rmc.ca.gov>. The Project manager can also provide the logo on disk.

- The logo must be mounted in an area to maximize visibility and durability.
- The logo must be a minimum of 2'x2'. Exceptions are permitted in the case of trails, historical sites and other areas where these dimensions may not be appropriate.

### **Sign Construction**

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints used, mounting specifications, etc.

### **Sign Duration**

The goal is to have Project signs in place for a lengthy period of time, preferably a minimum of two years for all Projects and four years for Projects over \$750,000.

### **Sign Cost**

The cost of the sign(s) is an eligible Project cost. More permanent signage is also encouraged; e.g., bronze memorials mounted in stone at trailheads, on refurbished historical monuments and buildings, etc.

### **Appropriateness of Signs**

For Projects where the required sign may be out of place (such as some cultural and historic monuments and buildings or where affected by local sign ordinances), the Project Manager in consultation with the Applicant may authorize a sign that is appropriate to the Project in question. Alternate signage must be clearly recognizable as a RMC 2002 Bond Project. Archaeological sites are excluded from the sign requirement.

### **Signs on State Highways**

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact the local Caltrans District Office early in the planning phases for more information.

### **Further Questions**

The Grantee should consult with the Project Manager to resolve any sign issues.

***The logo is currently being developed and will be provided as soon as possible.***

## **Exhibit H**

### **Eligible & Ineligible Costs**

#### **Eligible Costs**

All eligible costs must be supported by appropriate documentation.

<b>COSTS</b>	<b>EXPLANATION</b>	<b>EXAMPLES</b>
Preliminary Costs (not to exceed 20% of grant total)	<ul style="list-style-type: none"> <li>Costs incurred after a Contract with RMC has been fully executed, including planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs</li> <li>Expenditure subject to maximum of 20% of total grant</li> </ul>	<ul style="list-style-type: none"> <li>CEQA compliance</li> <li>Construction plans</li> <li>Permits/Appraisals</li> <li>Acquisition documents, etc.</li> </ul>
Personnel or Employee Services	<ul style="list-style-type: none"> <li>Must be computed according to the Grantee's prevailing wage or salary scales</li> <li>Must be computed on actual time spent on Project</li> <li>Must not exceed the Grantee's established rates for similar positions</li> </ul>	<ul style="list-style-type: none"> <li>Wages and benefits</li> <li>Work performed by another section/department in agency</li> </ul>
Consultant Services	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> <li>Consultants must be paid in compliance with the Grantee's customary method and rate</li> <li>No consultant fee shall be paid to the Grantee's own employees without prior approval</li> </ul>	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> </ul>
Construction	<ul style="list-style-type: none"> <li>All necessary construction activities</li> <li>Construction management</li> </ul>	<ul style="list-style-type: none"> <li>Site preparation, grading</li> <li>Facility development</li> <li>Inspection and construction management</li> </ul>
Construction Equipment	<ul style="list-style-type: none"> <li>The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes</li> <li>The Grantee may use the California Department of Transportation's equipment rental rates as a guide</li> <li>The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage</li> <li>The equipment use charges must be made in accordance with the Grantee's normal accounting practices</li> <li>The Grantee must describe the work performed, the hours used, and related use to Project</li> </ul>	<ul style="list-style-type: none"> <li>Rental equipment</li> <li>Leased equipment</li> <li>Purchased equipment</li> </ul>
Fixed Equipment	<ul style="list-style-type: none"> <li>Equipment permanently fixed to Project facility</li> </ul>	<ul style="list-style-type: none"> <li>Fixed resting areas/benches</li> </ul>

Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> <li>May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay</li> <li>Costs may be capitalized according to the Grantee's standard policy</li> <li>The Grantee may only claim those costs reasonably attributable to the Project</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as concrete, wood, etc.</li> <li>Supplies such as fasteners, nails, or other hardware and non-fixed equipment</li> </ul>
Relocation Costs	<ul style="list-style-type: none"> <li>Costs resulting in displacement of a person/business</li> <li>The Grantee shall comply with State Relocation Act requirements.</li> </ul>	<ul style="list-style-type: none"> <li>See Chapter 16, Section 7260, <a href="#">Government Code</a>.</li> </ul>
Acquisition Costs	<ul style="list-style-type: none"> <li>Appropriate costs of acquiring real property</li> <li>DGS approved appraisal costs</li> </ul>	<ul style="list-style-type: none"> <li>Purchase price/Appraisals</li> <li>Title/Escrow fees</li> <li>Surveying/Improvements</li> </ul>
Indirect/Overhead	<ul style="list-style-type: none"> <li>Costs shall not exceed 10% of grant total</li> </ul>	<ul style="list-style-type: none"> <li>Administrative overhead</li> </ul>
Restoration/Rehabilitation Costs	<ul style="list-style-type: none"> <li>All required materials for restoration/rehabilitation work</li> <li>Includes removal and disposal of exotic/invasive species</li> </ul>	<ul style="list-style-type: none"> <li>Planting/Soil improvements</li> <li>Irrigation systems (temporary or permanent, as applicable)</li> </ul>
Environmentally Aimed BMP Measures	<ul style="list-style-type: none"> <li>Components to storm water management projects that include habitat supporting measures</li> </ul>	<ul style="list-style-type: none"> <li>Filtration systems</li> <li>Erosion control materials</li> </ul>
Education Infrastructure	<ul style="list-style-type: none"> <li>All fixed materials that serve interpretive or educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>Signs/Interpretive aids/Kiosks</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Other Project-related costs</li> </ul>	<ul style="list-style-type: none"> <li>Communications expenses</li> <li>Construction insurance</li> <li>Signs/Interpretive aids</li> <li>Transportation costs</li> </ul>

### **Ineligible Costs**

The following is a non-exclusive list of ineligible project costs:

<b>COSTS</b>	<b>EXPLANATION</b>	<b>EXAMPLES</b>
Operations and Maintenance Costs	<ul style="list-style-type: none"> <li>Costs necessary for the short or long term operation and maintenance of property or facilities once the property has been acquired or the facility or area has been restored, rehabilitated, or developed</li> </ul>	<ul style="list-style-type: none"> <li>Personnel or employee services</li> <li>Equipment, supplies</li> </ul>
Non-fixed Equipment	<ul style="list-style-type: none"> <li>Equipment that is not permanently fixed to the project facility or used for construction</li> </ul>	<ul style="list-style-type: none"> <li>Computer equipment (hardware and software)</li> <li>Portable equipment</li> </ul>
Playground Equipment or Infrastructure	<ul style="list-style-type: none"> <li>Active recreation equipment costs are ineligible</li> </ul>	<ul style="list-style-type: none"> <li>Swingsets, skateparks, pools, ball field apparatus, basketball courts</li> </ul>
Mitigation Costs	<ul style="list-style-type: none"> <li>Costs associated with exclusively fulfilling mitigation requirements for this or other projects</li> </ul>	<ul style="list-style-type: none"> <li>Land acquisition, development, restoration or rehabilitation for mitigation for this or other projects</li> </ul>
Ceremonial or Publicity Expenses	<ul style="list-style-type: none"> <li>Funds may not be used for ceremonies, parties, or other publicity expenses (except for required signage)</li> </ul>	<ul style="list-style-type: none"> <li>Food and beverages</li> <li>Facility rental</li> </ul>
Ineligible Travel	<ul style="list-style-type: none"> <li>Travel costs not directly associated with the project</li> <li>Travel claimed when no work time was claimed for the same period</li> </ul>	<ul style="list-style-type: none"> <li>Travel expenses</li> </ul>
Lobbying/Fundraising	<ul style="list-style-type: none"> <li>Costs associated with grant application preparation, for this grant or for others associated with this or any other project</li> <li>Costs associated with lobbying legislature or other bodies for funds for this or any other project</li> </ul>	<ul style="list-style-type: none"> <li>Staff time</li> <li>Lobbyist fees</li> <li>Travel expenses</li> </ul>
Contract Cost Overruns	<ul style="list-style-type: none"> <li>Unapproved contract costs overruns exceeding the allowable amount as per contract budget specifications</li> </ul>	<ul style="list-style-type: none"> <li>Unapproved costs</li> </ul>



**Exhibit I**

**Payment Request Form**

1. PROJECT NUMBER	2. AGREEMENT NUMBER	
3. GRANTEE		
4. PROJECT TITLE		
5. TYPE OF PAYMENT		
ADVANCE <input type="checkbox"/>	REIMBURSEMENT <input type="checkbox"/>	FINAL <input type="checkbox"/>
6. <b>PAYMENT INFORMATION</b>		
a. Grant Amount	\$	
b. Funds Received to Date	\$	
c. Available (a. minus b.)	\$	
d. Amount of This Request	\$	
e. Remaining Funds After This Payment (c. minus d.)	\$	
7. <b>SEND WARRANT TO:</b>		
GRANTEE NAME		
STREET ADDRESS		
CITY, STATE, ZIP CODE		
<b>ATTENTION</b>		
8. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION	TITLE	DATE
<b>FOR RMC USE ONLY</b>		
<b>PAYMENT APPROVAL SIGNATURE</b>		DATE

This form must be accompanied by complete and accurate documentation of expenses.

## **PAYMENT INSTRUCTIONS**

The following instructions correspond to items on the Payment Request Form:

1. PROJECT NUMBER -- The number assigned by the State to this Project
2. AGREEMENT NUMBER -- As shown in Certification of Funding section of the Project Contract
3. GRANTEE -- GRANTEE name as shown on the Project Contract
4. PROJECT TITLE -- Title of Project for which payment is requested
5. TYPE OF PAYMENT -- Check appropriate box
6. PAYMENT INFORMATION
  - (a) State Grant Amount -- The amount of state grant funds allocated to this Project
  - (b) Funds Received to Date -- Total amount already received for this Project
  - (c) Available -- (a. minus b.)
  - (d) Amount of This Payment Request -- Amount that is being requested
  - (e) Remaining Funds After This Payment -- (c. minus d.)
7. SEND WARRANT TO -- Grantee name, address and contact person
8. SIGNATURE OF AUTHORIZED PROJECT REPRESENTATIVE

Payment request forms must be accompanied by a progress report detailing activities completed and an itemized list of all charges documenting check numbers, amounts, dates, recipients, and purpose of the charges. You may use the Project Summary Form in the Project Completion Packet. Payment requests should clearly identify elements of the work plan to which they relate.

*Payment requests without complete and accurate documentation will not be approved for payment until required information is received.*

## Exhibit J

### Report of Alternative Funding Expenditures

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_

Agreement Number \_\_\_\_\_

Costs charged to other Funding Sources: Grantee's own funds, State or Federal funds, other grants, etc.

Check Number	Date of Check	Recipient	Purpose	Amount
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Subtotal  
\$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total  
\$ \_\_\_\_\_

## Exhibit K

### Quarterly Progress Report

PROGRESS REPORT #  
# QUARTER- "DATE"  
Project Name

Submitted by: "Project Representative", "Grantee"  
Date Submitted: \_\_\_\_\_

#### Summary of Work Completed During This Reporting Period (List all tasks)

<u>Deliverable</u>	<u>Tasks</u>	<u>Due Date</u>	<u>% of Work Complete</u>	<u>Date Submitted</u>

List of Deliverables by Subtask No.

Additional Attachments

Progress Report Narrative

Exhibit L

Quarterly Expenditure Projection Reports

Remaining Work For Duration of Project (List all tasks).

<u>Deliverable</u>	<u>Task</u>	<u>Due Date</u>	<u>Amount Estimated in Budget</u>	<u>Amended Projected Amount</u>

Total Amount Estimated in Budget for Tasks      \$ \_\_\_\_\_  
Total Amended Projected Amount                      \$ \_\_\_\_\_

**Exhibit M**

**Contract Summary Form**

This information will be made available to the public on the Rivers and Mountains Conservancy website.

**Date:**

**PROJECT INFORMATION**

**Project Title:**

**Project Purpose – Problem / Goals ("why" the project):**

**Project Abstract (brief description of project):**

**Which RMC program is funding this project? *Please put an "X"***

☐ *Prop 13*    ☐ *Prop 40*    ☐ *Work Program*

**PROJECT REPRESENTATIVE**

**Name:**

**Job Title:**

**Organization:**

**Webpage Address:**

**Address:**

**Phone:**

**Fax number:**

**Email:**

**PROJECT PERFORMANCE PERIOD**

**From:**

**To:**

**PARTICIPANTS AND PARTNERSHIPS**

**LOCATION**

**Address:**

**Size of Project** (include units):

**Counties** included in project:

**Biography of Grantee:**

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**Biography of Project:**

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**H) Short-term Goals:**

**I) Long-term Goals:**

PLEASE PROVIDE A HARD COPY AND AN ELECTRONIC COPY TO THE  
RIVERS AND MOUNTAINS CONSERVANCY.

**Exhibit N**

**Project Certification Form**

GRANTEE: \_\_\_\_\_

AGREEMENT NUMBER: \_\_\_\_\_

GRANTEE CONTACT FOR AUDIT PURPOSES

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

PROJECT DESCRIPTION – List facilities developed and/or property acquired:

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS):

INTEREST EARNED ON ADVANCE GRANT AMOUNT: \$ \_\_\_\_\_

HAS A NOTICE OF COMPLETION BEEN FILED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project(s) and that the Project(s) is complete and we have made final payment for all work done.

\_\_\_\_\_  
Grantee Project Representative, Title

\_\_\_\_\_  
Date

**Exhibit O**

**Project Costs Summary Form**

Grantee Name\_\_\_\_\_

Agreement Number\_\_\_\_\_

Warrant/Check Number	Date	Recipient	Purpose	Amount
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Total Labor Costs (from attached form)	\$_____
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Total Equipment Costs (from attached form)	\$_____
--------------------------------------------	---------

Total Charges to Other Sources (from attached form)	\$_____
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Subtotal	\$_____
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Grand Total	\$_____
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## Exhibit P

### Labor Costs Summary Form

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_

Agreement Number \_\_\_\_\_

Work Authorization #	Unit Performing Work	Dates/ Pay Period	Purpose	Amount
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Subtotal \$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total \$ \_\_\_\_\_

## Exhibit Q

### Equipment Costs Summary Form

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_

Agreement Number \_\_\_\_\_

Type of Equipment	Dates Work Performed	Amount
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Subtotal  
\$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total  
\$ \_\_\_\_\_